



Dr. J. Manning Campbell

Superintendent of Schools

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Deputy Superintendent
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Exceptional Learners
Interim Asst. Superintendent, Human Resources
Asst. Superintendent, Chief Information & Data Officer
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Chief Equity Officer

DATE: November 7, 2024
MEMO: TO ALL BUILDINGS-PLEASE POST
FROM: Mary Ellen Leimer
Interim Assistant Superintendent for Human Resources
RE: Anticipated Internal Posting – NY GEAR UP – CSEA Clerical Support

This posting will close at 4 pm on Thursday, November 21, 2024

*Previous applicants need not re-apply

NY GEAR UP

This program is to provide support for students beginning in the 9th grade cohort to become college and career ready. The objective is to provide tutoring, afterschool and in-school support, workshops and symposiums, college tours, and organizational skills to support graduation from High School and increase students entering college.

Anticipated Program Dates: November 2024 – August 2025

Work is to be performed after the normal work day.

*Individuals must hold valid NYS Certification for the position for which they are applying.

Table with 3 columns: Title, # of staff needed, Miscellaneous Info: (requirements). Row 1: GEAR UP PROGRAM-CSEA, 1 - Clerical, Clerical staff: The position will be from October 2024-August of 2025 not to exceed five hours per week. Preference will be given to someone who is familiar with: data submission to the State portal, processing timesheets for programs, creating P.O.'s, processing student attendance for the grant requirement and all other assigned clerical duties related to GEAR Up.

Funding Source: NY GEAR UP Grant

REMUNERATION: As per the hourly rate according to the CSEA Collective Bargaining Agreement.

NOT TO EXCEED: 5 Hours per week per position from November 2024- August 2025

Internal candidates must respond online through the District's website, under the "DISTRICT" tab, under "Employment with the District" Click on 'APPLY' alongside of the posting.

Paper applications will not be accepted.

PLEASE DO NOT E-MAIL MS. LEIMER DIRECTLY.

MEL:tc